

# PROCEEDINGS OF THE DODGE COUNTY BOARD

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## AMENDED AGENDA

### **Notice of Meeting of the Dodge County Board of Supervisors**

There will be a meeting of the Dodge County Board of Supervisors on **Tuesday, August 20, 2013, at 7:00 PM** in the County Board Room located on the fourth floor of the Administration Building, located at 127 East Oak Street, Juneau, Wisconsin.

The Agenda for the Meeting is as follows:

Call to Order by Russell Kottke, County Board Chairman

Pledge of Allegiance

Roll Call

Approve Minutes from July 16, 2013, County Board Session

#### Communications on File:

#### Special Orders of Business:

##### Confirm Appointments made by County Administrator:

1. Appoint Maryann Miller to fill a vacancy on the Aging and Nutrition Advisory Committees. Her term will expire on July 1, 2016.

##### Confirm Appointments made by County Board Chairman:

1. Appoint Sheriff Patricia Ninmann to fill a vacancy on the Land Information Council. Her term will expire on April 29, 2014.
2. Re-appoint Harold Johnson and Richard Greshay to the Waste Management Standing Committee.

#### Resolutions on File:

- 13-16 Approve Agreement Entitled "Advanced Disposal Services Glacier Ridge Landfill Negotiated Agreement" -- Executive Committee.
- 13-17 Amend Town of Herman Zoning Ordinance -- Bernard & Cynthia Wolf Property -- Supervisor Kriewald.
- 13-18 Contingent Appropriation Transfer - \$31,131.00 -- Purchase 2013 Ford Super Duty Pickup and Salter and Receiver Mount -- Building Committee.
- 13-19 Authorize Purchase of 2013 John Deere Dozer -- Highway Committee.
- 13-20 Abolish One Funded, 0.4 Full-Time Benefited Position of Accountant and Create One, Benefited, Full-Time Position of Accountant at Clearview -- Health Facilities Committee.

**13-21 Abolish IT Manager/Project Administrator, Technical Support Specialist, Network Technicians and Systems Analyst Positions and Create IT Trainer-Social Media Coordinator, Technical Services Specialist -- Lead, Database Administrators and Network Administrator Positions -- Information Technology Committee.**

## AUGUST SESSION

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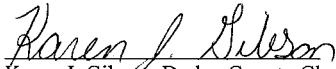
### Claim Against Dodge County:

1. A claim by Barbara Lanter for money damages in the amount of \$539.41, for costs to repair a 2012 Ford Focus automobile, was received in the Office of the Dodge County Clerk on July 11, 2013. The claim arises from an incident that is alleged to have occurred on July 8, 2013, at or about 4:00 p.m., wherein Tom Snopek was operating a 2012 Ford Focus automobile owned by Barbara Lanter on CTH A between CTH W and STH 33 in the Town of Oak Grove, Dodge County, Wisconsin. Ms. Lanter alleges that she witnessed the following:
  1. Tom Snopek operated a 2012 Ford Focus automobile owned by her on CTH A between CTH W and STH 33 in the same area in which, and near the same time at which, a truck owned and operated by the Dodge County Highway Department was traveling, and stones fell off the truck and collided with the hood of the automobile and caused dents and scratches on the hood of the automobile; and,
  2. It will cost \$539.41 to repair the dents and scratches on the hood of the automobile.

Photocopies of the claim documents are on file in the Office of the County Clerk and may be viewed there during normal business hours.

### Set Next Meeting Date & Time

### Recess



Karen J. Gibson, Dodge County Clerk

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Dodge County Clerk's Office at (920) 386-3600, at least 24 hours before the scheduled meeting time so appropriate arrangements can be made. The building entrance which is accessible by a person with a disability is located on the east side of the building off of Miller Street.

Any invocation that may be offered before the official start of the Board meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Board. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Board, and the Board does not endorse the religious beliefs or views of this, or any other speaker.

# PROCEEDINGS OF THE DODGE COUNTY BOARD

COMMITTEE NAME		COUNTY BOARD						
MEETING DATE August 20, 2013								
					Approval	<i>RK</i>	Date	<i>8-22-2013</i>
					Chair	<i>Russell Kottke</i>		
VENDOR	NAME	PRESENT	ABSENT	PERDIEM	MILES	AMOUNT	MEALS	AMOUNT
10023	Adelmeyer, Gerald	X		40.00	43	24.30		
27814	Ballweg, Robert	X		40.00	20	11.30		
11994	Behl, Allen	X		40.00	32	18.08		
19566	Berres, Jeff	X		40.00	42	<del>23.73</del>	<i>11.86</i>	
11970	Bischoff, Larry	X		40.00	20	11.30		
26899	Bobholz, Mary	X		40.00	28	15.82		
10068	Borchardt, Ernest	X		40.00	42	23.73		
10008	Caine, Chester	X		40.00	17	9.61		
38934	David, Aaron	X		40.00	33	18.65		
10195	Duchac, Jeffry	X		40.00	30	16.95		
37968	Fabisch, John	X		40.00	20	11.30		
28760	Frohling, David	X		40.00	29	16.39		
43805	Gohr, Phillip	X		40.00	22	12.43		
16723	Grebel, Randy	X		40.00	13	7.35		
41853	Greshay, Richard	X		40.00	14	7.91		
10026	Gunderson, Donald	X		40.00	50	28.25		
10010	Hoelzel, Clem	X		40.00	32	18.08		
43806	Houchin, James	X		40.00	33	18.65		
25412	Johnson, Harold	X		40.00	54	30.51		
16348	Kottke, Russell	X		40.00	30	16.95		
10015	Kriewald, Howard	X		40.00	20	11.30		
25627	Layman, James	X		40.00	34	<del>18.21</del>	<i>9.60</i>	
29374	Maly, Donna	X		40.00	20	11.30		
14216	Marose, Paul	X		40.00	0	0.00		
22503	Marsik, Joseph M.	X		40.00	40	22.60		
10313	Mattson, Rodger		<i>exc</i>	40.00	20	11.30		
34243	Miller, MaryAnn	X		40.00	22	12.43		
43804	Muche, William	X		40.00	22	12.43		
36482	Nelson, Ed	X		40.00	32	<del>18.08</del>	<i>9.04</i>	
10018	Pollesch, Darrell	X		40.00	38	21.47		
30697	Schaefer, Thomas	X		40.00	30	16.95		
28630	Schmitt, Jeffrey	X		40.00	18	10.17		
26089	Stousland, Glenn	X		40.00	20	11.30		

*Berres, Layman and Nelson split mileage with taxation*

# AUGUST SESSION

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**Dodge County Board of Supervisors  
August 20, 2013 - 7:00 p.m.  
Administration Building - Juneau, Wisconsin**

The August session of the Dodge County Board of Supervisors was called to order by Chairman Russell Kottke at 7:00 p.m.

The Board rose to say the Pledge of Allegiance.

Roll call was taken by the Clerk with all Supervisors in attendance with exception of Supervisor Mattson who had previously asked to be excused.

A motion was made by Supervisor Grebel and seconded by Supervisor Miller to approve the minutes of the July 16, 2013, session of the County Board meeting as recorded, and dispense with the reading of the minutes. The motion passed by acclamation with no negative votes cast, and was so ordered by the Chairman.

**Communications on File:**

The Clerk noted there were no communications on file.

**Special Orders of Business:**

The Chairman called the First Special Order of Business: Confirm appointment made by County Administrator, James Mielke. Appoint MaryAnn Miller to fill a vacancy on the Aging and Nutrition Advisory Committees. Her term will expire on July 1, 2016. A motion to accept the appointment was made by Supervisor Hoelzel and seconded by Supervisor Nelson. The motion passed by acclamation with no negative votes cast, thereby confirming the appointment.

The Chairman called the Second Special Order of Business: Confirm appointment made by County Board Chairman, Russell Kottke. Appoint Sheriff Patricia Ninmann to fill a vacancy on the Land Information Council. Her term will expire on April 29, 2014. A motion to accept the appointment was made by Supervisor David and seconded by Supervisor Fabisch. The motion passed by acclamation with no negative votes cast, thereby confirming the appointment.

Chairman Kottke then re-appointed Harold Johnson and Richard Greshay to the Waste Management Standing Committee. A motion to accept the appointment was made by Supervisor Bischoff and seconded by Supervisor Hoelzel. The motion passed by acclamation with no negative votes cast, thereby confirming the re-appointments.

The following Resolutions were read by the Clerk and acted upon by the Board.

**Resolution No. 13-16** Approve Agreement Entitled "Advanced Disposal Services Glacier Ridge Landfill Negotiated Agreement" – Executive Committee. A motion for adoption was made by Supervisor Miller and seconded by Supervisor Johnson. Comments by Supervisors Greshay and Johnson. Questions by Supervisors Marose and Berres answered by John Corey, Corporation Counsel, Supervisor Johnson and Patricia Ninmann, Sheriff. Comments by Supervisors Greshay, Johnson, Schmitt and Muche. The vote was cast with 31 ayes and 1 no, thereby adopting the Resolution.

**Ayes:** Pollesch, Kottke, Bobholz, Nelson, Schmitt, Marsik, Grebel, Kriewald, Schaefer, Borchardt, Adelmeyer, Muche, Gohr, Johnson, Gunderson, Bischoff, Caine, Behl, Berres, Houchin, David, Frohling, Marose, Duchac, Layman, Hoelzel, Maly, Fabisch, Miller, Stousland, Ballweg. Total 31.

# PROCEEDINGS OF THE DODGE COUNTY BOARD

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**No:** Greshay. Total 1.

**Absent:** Mattson. Total 1.

**Resolution No. 13-17** Amend Town of Herman Zoning Ordinance – Bernard & Cynthia Wolf Property – Supervisor Kriewald. A motion for adoption was made by Supervisor Kriewald and seconded by Supervisor Behl. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 13-18** Contingent Appropriation Transfer - \$31,131.00 – Purchase 2013 Ford Super Duty Pickup and Salter and Receiver Mount – Building Committee. A motion for adoption was made by Supervisor Caine and seconded by Supervisor Marose. At this time Supervisor Marose made a motion to refer the Resolution to the Building Committee. The motion was seconded by Supervisor Caine. The motion passed by acclamation with no negative votes cast, and was so ordered by the Chairman. A motion for recess was made by Supervisor David and seconded by Supervisor Maly. The motion to recess passed by acclamation with no negative votes cast, and was so ordered by the Chairman.

The Board recessed at 7:30 p.m. to allow the Building Committee to meet.

Chairman Kottke called for the session to reconvene at 7:37 p.m. The Clerk read a report from the Finance Committee. Chairman Kottke called upon Supervisor Marose to report on the Building Committee meeting. Supervisor Marose reported the Building Committee members were in favor of the Resolution and all members have signed it. Question by Supervisor Schmitt answered by James Mielke, County Administrator. Comment by Supervisor Caine. The vote was cast with 29 ayes and 3 noes, thereby adopting the Resolution.

**Ayes:** Kottke, Bobholz, Nelson, Schmitt, Marsik, Grebel, Greshay, Kriewald, Schaefer, Borchardt, Adelmeyer, Muche, Johnson, Gunderson, Bischoff, Caine, Behl, Berres, David, Frohling, Marose, Duchac, Layman, Hoelzel, Maly, Fabisch, Miller, Stousland, Ballweg. Total 29.

**Noes:** Pollesch, Gohr, Houchin. Total 3.

**Absent:** Mattson. Total 1.

**Resolution No. 13-19** Authorize Purchase of 2013 John Deere Dozer – Highway Committee. A motion for adoption was made by Supervisor Grebel and seconded by Supervisor Caine. Questions by Supervisors Marose and Ballweg answered by Supervisor Johnson and Chairman Kottke. The vote was cast with 31 ayes and 1 no, thereby adopting the motion to amend.

**Ayes:** Pollesch, Kottke, Bobholz, Nelson, Schmitt, Marsik, Grebel, Greshay, Kriewald, Schaefer, Borchardt, Adelmeyer, Muche, Johnson, Gunderson, Bischoff, Caine, Behl, Berres, Houchin, David, Frohling, Marose, Duchac, Layman, Hoelzel, Maly, Fabisch, Miller, Stousland, Ballweg. Total 31.

**No:** Gohr. Total 1.

**Absent:** Mattson. Total 1.

**Resolution No. 13-20** Abolish One Funded, 0.4 Full-Time Benefited Position of Accountant and Create One, Benefited, Full-Time Position of Accountant at Clearview – Health Facilities Committee. A motion for adoption was made by Supervisor Bischoff and seconded by Supervisor Hoelzel. Questions by Supervisors Berres, Schmitt, and Stousland answered by Chairman Kottke and Jane Hooper, Clearview Administrator. The vote was cast with 26 ayes and 6 noes, thereby adopting the Resolution.

**Ayes:** Pollesch, Kottke, Bobholz, Nelson, Marsik, Grebel, Greshay, Schaefer, Adelmeyer, Muche, Johnson, Gunderson, Bischoff, Caine, Behl, David, Frohling, Marose, Duchac, Layman, Hoelzel, Maly, Fabisch, Miller, Stousland, Ballweg. Total 26.

**Noes:** Schmitt, Kriewald, Borchardt, Gohr, Berres, Houchin. Total 6.

**Absent:** Mattson. Total 1.

## AUGUST SESSION

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**Resolution No. 13-21** Abolish IT Manager/Project Administrator, Technical Support Specialist, Network Technicians and Systems Analyst Positions and Create IT Trainer-Social Media Coordinator, Technical Services Specialist – Lead, Database Administrators and Network Administrator Positions – Information Technology Committee. A motion for adoption was made by Supervisor Duchac and seconded by Supervisor Maly. Questions by Supervisors Marose, Hoelzel, Ballweg, Johnson, David and Berres answered by Ruth Otto, Information Technology Director, Supervisor Maly and Joe Rains, Human Resources Director. Comment by Supervisor Duchac. The vote was cast with 21 ayes, 10 noes, and 1 abstention, thereby adopting the Resolution.

**Ayes:** Pollesch, Kottke, Bobholz, Nelson, Schmitt, Marsik, Greshay, Kriewald, Adelmeyer, Muche, Gohr, Gunderson, Bischoff, Caine, Berres, Frohling, Duchac, Layman, Maly, Fabisch, Stousland Total 21.

**Noes:** Grebel, Schaefer, Borchardt, Johnson, Behl, David, Marose, Hoelzel, Miller, Ballweg. Total 10.

**Abstention:** Houchin. Total 1.

**Absent:** Mattson. Total 1.

### **Claim No. 1**

A claim by Barbara Lanter for money damages in the amount of \$539.41, for costs to repair a 2012 Ford Focus automobile, was received in the Office of the Dodge County Clerk on July 11, 2013. The claim arises from an incident that is alleged to have occurred on July 8, 2013, at or about 4:00 p.m., wherein Tom Snopek was operating a 2012 Ford Focus automobile owned by Barbara Lanter on CTH A between CTH W and STH 33 in the Town of Oak Grove, Dodge County, Wisconsin. Ms. Lanter alleges that she witnessed the following:

1. Tom Snopek operated a 2012 Ford Focus automobile owned by her on CTH A between CTH W and STH 33 in the same area in which, and near the same time at which, a truck owned and operated by the Dodge County Highway Department was traveling, and stones fell off the truck and collided with the hood of the automobile and caused dents and scratches on the hood of the automobile; and,
2. It will cost \$539.41 to repair the dents and scratches on the hood of the automobile.

The Executive Committee recommended the Claim be disallowed. A motion to approve the disallowance was made by Supervisor Frohling and seconded by Supervisor Houchin. The vote was cast with all voting in the affirmative, thereby disallowing the claim.

The Clerk noted the following items had been placed on the Supervisor's desks, an information sheet from Information Technology and Human Resource Departments, memorandum and report from the Finance Department and a 2013-2014 Wisconsin Official Directory. The Chairman ordered these be placed on file.

At 8:23 p.m. Supervisor Frohling made a motion to recess until September 17, 2013 at 7:00 p.m. Supervisor David seconded the motion. The motion passed by acclamation, with no negative votes cast, and was so ordered by the Chairman.

Disclaimer: The above minutes may be approved, amended or corrected at the next meeting.

# PROCEEDINGS OF THE DODGE COUNTY BOARD

RESOLUTION NO. 13-16

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, Advanced Disposal Services Glacier Ridge Landfill, LLC, a Wisconsin Limited Liability Company, has proposed to expand its mixed municipal solid waste landfill facility located in the Town of Williamstown, the Town of Hubbard, and the City of Mayville, Dodge County, Wisconsin; and,

**WHEREAS**, the local committee and Advanced Disposal Services Glacier Ridge Landfill, LLC, have negotiated with respect to the proposed expansion of the landfill facility; and,

**WHEREAS**, the results of these negotiations have been set forth in a written agreement entitled "Advanced Disposal Services Glacier Ridge Landfill Negotiated Agreement," a photocopy of which written agreement has been filed in the Office of the Dodge County Clerk, and may be reviewed there during normal business hours; and,

**WHEREAS**, the local committee recommends that the Dodge County Board of Supervisors approve the written agreement entitled "Advanced Disposal Services Glacier Ridge Landfill Negotiated Agreement;"

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby approves the written agreement entitled "Advanced Disposal Services Glacier Ridge Landfill Negotiated Agreement," a photocopy of which written agreement has been filed in the Office of the Dodge County Clerk; and,

**BE IT FINALLY RESOLVED**, that the Dodge County Board of Supervisors hereby authorizes and directs the Chairman of the Dodge County Board of Supervisors and the Dodge County Clerk to sign the written agreement entitled "Advanced Disposal Services Glacier Ridge Landfill Negotiated Agreement."

All of which is respectfully submitted this 20<sup>th</sup> day of August, 2013.

**Dodge County Executive Committee:**

Russell Kottke  
Russell Kottke  
David Frohling  
David Frohling  
Ernest Borchardt  
Ernest Borchardt  
Aaron David  
Aaron David

Harold T. Johnson  
Harold T. Johnson  
Larry Bischoff  
Larry Bischoff  
Mary Ann Miller  
Mary Ann Miller

ADOPTED  
BY DODGE COUNTY BOARD  
AUG 20 2013

AYES 31 NOES 1  
ABSENT 1  
ABSTAIN 0  
Karen J. Bilson  
County Clerk

## AUGUST SESSION

### RESOLUTION # 13-17

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
MEMBERS:

WHEREAS, Dodge County, a Body Corporate under the laws of the State of Wisconsin, had adopted a comprehensive zoning ordinance which is in full force and effect, and

WHEREAS, the Town Board of the Town of Herman has adopted a Town Zoning Ordinance for said town, the power to adopt a Town Zoning Ordinance having been granted by a referendum vote of the electors of the Town of Herman held at the time of a regular annual town meeting, and


WHEREAS, pursuant to Section 60.62(3) of the Wisconsin Statutes adoption and amendment of a town zoning ordinance by a town board is subject to approval of the county board in counties having a zoning ordinance in force and effect, and

WHEREAS, a public hearing as to the proposed amendments to the Town Zoning Ordinance of the Town of Herman was held by the Town Plan Commission on May 21, 2013 having been adopted by the Town Board of the Town of Herman on May 21, 2013,

THEREFORE BE IT RESOLVED, that the revised Town Zoning Ordinance of the Town of Herman as represented by "Exhibit A" attached to and made a part of this resolution be and hereby are approved, by the Board of Supervisors of Dodge County, Wisconsin.

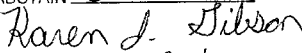
All of which is respectfully submitted this 23rd day of July, 2013.

ADOPTED  
BY DODGE COUNTY BOARD

  
Howard Kriewald, Supervisor

AUG 20 2013

AYES 32 NOES 0  
ABSENT 1  
ABSTAIN 0

  
County Clerk



# PROCEEDINGS OF THE DODGE COUNTY BOARD

REPORT to Res. 13-17

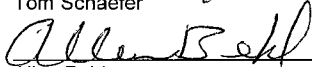
TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

We the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of Bernard and Cynthia Wolf requesting amendment of the Zoning Ordinance, Town of Herman, Dodge County, Wisconsin, to rezone approximately 38.759-acres of land from an A-2 General Agriculture Zoning District to an A-1 Farmland Preservation Zoning District in part of the NE ¼, SE ¼, Section 13, T11N, R17E, Town of Herman and recommend approval of the resolution submitted by the Town of Herman for this rezoning petition.

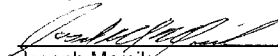
The committee has reviewed the rezoning petition in accord with s. 60.62(3) Wisconsin Statutes and finds the Town has followed the proper procedures in the Town Zoning Ordinance in order to rezone the property.

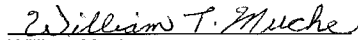
Respectfully submitted this 20th day of August, 2013

  
Tom Schaefer

  
Allen Behl

  
Randy Grebel

  
Joseph Marsik

  
William Muche

Planning, Development and Parks  
Committee

**Bernard & Cynthia Wolf  
Town of Herman, Sec. 13**

IDAHO RD

STATE ROAD 33

EASTLINE RD

OHIO RD

1313-001

1313-000

1314-002

1314-000

1314-001

1314-003

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1400-000

**B. & C. WOLF**

2411-000

Legend:

- Wolf Property
- Area to be Rezoned (A-2 to A-1)

North Arrow

Scale: 0 100 200 400

2012 Aerial Photo  
Dodge County  
Land Resources & Parks

# PROCEEDINGS OF THE DODGE COUNTY BOARD

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RESOLUTION NO. 13-18

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS:

**WHEREAS**, the Dodge County Building Committee has determined it to be in the best interests of Dodge County to purchase vehicles pursuant to the provisions of the State of Wisconsin Contract (Bid No. 27588-DW) for the purchase of state and municipal vehicles; and,

**WHEREAS**, Ewald Automotive Group, Inc., of Oconomowoc, Wisconsin, has been awarded the State of Wisconsin Contract (Bid No. 27588-DW) for the purchase of state and municipal vehicles; and,

**WHEREAS**, Ewald Automotive Group, Inc., has submitted a proposal in the amount of \$29,632 for the purchase of one new 2013 Ford Super Duty F-250 pickup truck with V-Plow at a purchase price of \$29,632; and,

**WHEREAS**, Moose's 4X4 Recreation Center, 5871 Hwy 60 East, Hartford, WI 53027, has submitted a proposal in the amount of \$1,499 for the purchase and installation of one new salter and receiver mount at a purchase price of \$1,499; and,

**WHEREAS**, no funds have been budgeted in the 2013 Physical Facilities Department Budget to pay for the cost to purchase one new 2013 Ford Super Duty pickup truck with V-Plow and for the purchase and installation of one new salter and receiver mount, but there are funds in Business Unit 1390, Contingent Appropriation, Account No. 1390.5931, General Contingency, in the amount of \$31,131, available for transfer and sufficient to purchase one new 2013 Ford Super Duty F-250 pickup truck with V-Plow and to purchase one new salter and receiver mount, including installation;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby authorizes the Dodge County Physical Facilities Department to purchase from Ewald Automotive Group, Inc., of Oconomowoc, Wisconsin, one new 2013 Ford Super Duty F-250 pickup truck with V-Plow at a purchase price of \$29,632; and,

**BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors hereby authorizes the Dodge County Physical Facilities Department to purchase from Moose's 4X4 Recreation Center, 5871 Hwy 60 East, Hartford, WI 53027, one new salter and receiver mount, including installation, at a purchase price of \$1,499; and,


**BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors hereby authorizes and directs the Dodge County Finance Director to transfer funds in an amount not to exceed \$31,131 from Business Unit 1390, Contingent Appropriation, Account No. 1390.5931, General Contingency, to Business Unit 1901, County Buildings, Account No. 5811, Automotive Equipment, to be used to pay for the cost to purchase one new 2013 Ford Super Duty F-250 pickup truck with V-Plow and for the purchase and installation of one new salter and receiver mount; and,

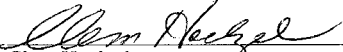
## AUGUST SESSION

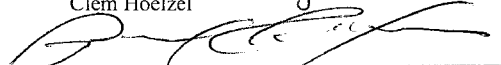
**BE IT FINALLY RESOLVED**, that upon presentation to the Dodge County Clerk of an invoice properly approved by the Dodge County Administrator in an amount not to exceed \$29,632, representing the purchase of one new 2013 Ford Super Duty F-250 pickup truck with V-Plow from Ewald Automotive Group, Inc., of Oconomowoc, Wisconsin, and an invoice in an amount not to exceed \$1,499, representing the purchase and installation of one new salter and receiver mount from Moose's 4X4 Recreation Center, the County Clerk is hereby authorized to draw orders upon the Dodge County Treasurer for payment of such invoices, and that funds for payment of such invoices shall be taken from Business Unit 1901, County Buildings, Account No. 5811, Automotive Equipment, to be used to pay for the cost to purchase one new 2013 Ford Super Duty F-250 pickup truck with V-Plow and for the purchase and installation of one new salter and receiver mount.

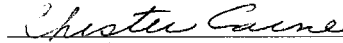
All of which is respectfully submitted this 20th day of August, 2013.


### Dodge County Building Committee:

  
Rodger Mattson

  
Clem Hoelzel

  
Paul Marose


  
Chester Caine

  
Ed Nelson

ADOPTED  
BY DODGE COUNTY BOARD

AUG 20 2013

AYES 29 NOES 3  
ABSENT 1  
ABSTAIN 0

  
County Clerk

# PROCEEDINGS OF THE DODGE COUNTY BOARD

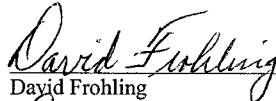
## FINANCE COMMITTEE REPORT


### REGARDING RESOLUTION NO. 13-18 – Contingent Appropriation Transfer - \$31,131 For 2013 Ford Super Duty Truck and Salter and Receiver


The Finance Committee reports that:

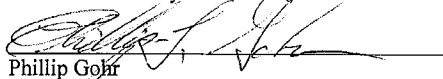
1. There ☒ **are**, ☐ **are not** sufficient funds available from the source described in the resolution;
2. The expenditure of funds in the amount and from the source described in the resolution ☐ **will**, ☒ **will not** impair either the short-term or the long-term financial condition of Dodge County;
3. In making this report, the Finance Committee makes no implication to the County Board that the Finance Committee is either in favor of or opposed to the expenditure of funds in the amount, for the purpose, and from the source, described in the resolution; and,
4. In making this report, the Finance Committee does not want the County Board to make any inference that the Finance Committee is either in favor of or opposed to the expenditure of funds in the amount, for the purpose, and from the source, described in the resolution.

Dated this 20th day of August, 2013.

  
\_\_\_\_\_  
David Frohling

  
\_\_\_\_\_  
Ernest Borchardt

  
\_\_\_\_\_  
Gerald F. Adelmeyer

  
\_\_\_\_\_  
Phillip Gohr

  
\_\_\_\_\_  
Thomas J. Schaefer

DODGE COUNTY FINANCE COMMITTEE

# AUGUST SESSION

## AUTHORITY TO PURCHASE A NEW DOZER

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN

Members:

WHEREAS, it is the opinion of the Highway Committee that a dozer should be purchased to meet the Department's needs, and

WHEREAS, the Department has sought quotations for the purchase of a dozer, and

WHEREAS, the following quotations for a new 2013 dozer were received:

Brooks Tractor Inc.	John Deere 450J	\$74,375.00
Brooks Tractor Inc.	John Deere 450J	80,885.00
Miller-Bradford & Risberg	Case 650L LT	\$77,000.00
FABCO Equipment, Inc.	Caterpillar D3K2XL	\$80,300.00
Aring Equipment Company	Dressta TD8R	\$100,000.00

WHEREAS, it is the opinion of the Highway Committee that the John Deere 450J dozer in the amount of \$74,375.00 from Brooks Tractor will meet the Highway Department's needs, and

WHEREAS, such authority to purchase must be granted by the County Board of Supervisors in accordance with Resolution No. 09-15 adopted at the May 19, 2009 County Board Session.

THEREFORE BE IT RESOLVED, the Highway Committee is hereby authorized to purchase the 2013 John Deere 450J dozer from Brooks Tractor of Sun Prairie, Wisconsin, for a cost of \$74,375.00, and

THEREFORE BE IT FURTHER RESOLVED, the cost is to be charged to Acquisition of Capital Assets, Account Number 3281.

All of which is respectfully submitted.

Dated at Juneau, Wisconsin, this 20th day of August, 2013.

Vote on Foregoing Resolution

Ayes 31 Noes 1 Absent 1

Adopted August 29, 2013  
RESOLUTION

Karen J. Nelson  
COUNTY CLERK

Harold J. Johnson  
Chairman

Chester Caine  
Chester Caine - Vice Chairman

Randy Grebel  
Randy Grebel - Secretary

Jeff Beres  
Jeff Beres

Jeffrey C. Schmitt  
DODGE COUNTY HIGHWAY COMMITTEE

# PROCEEDINGS OF THE DODGE COUNTY BOARD

RESOLUTION NO. 13-20

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, the Dodge County Health Facilities Committee has studied and analyzed staffing needs at Clearview Long Term Care and Rehabilitation (Clearview); and,

**WHEREAS**, as a result of these studies and analyses, the Health Facilities Committee has formed the considered conclusion that one filled, funded, 0.4 full-time equivalent, benefited position of *Accountant* at Clearview should be abolished, effective on or about January 1, 2014, the exact effective date to be determined by the Clearview Administrator in the exercise of the sole discretion of the Clearview Administrator, and that one new, benefited, full-time position of *Accountant* at Clearview should be created, effective on or about January 1, 2014, the exact effective date to be determined by the Clearview Administrator in the exercise of the sole discretion of the Clearview Administrator; and,

**WHEREAS**, a job description for the position of *Accountant* has been marked for identification as Exhibit "A" and has been attached hereto; and,

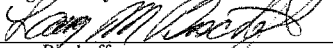
**WHEREAS**, a job description for the proposed position of *Accountant* has been marked for identification as Exhibit "B" and has been attached hereto; and,

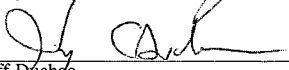
**WHEREAS**, it is reasonably anticipated that monies will be appropriated in the 2014 Budget of Clearview sufficient to fund the proposed position of *Accountant* for the period of time commencing on January 1, 2014, and ending on December 31, 2014, both inclusive;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby abolishes one filled, funded, 0.4 full-time equivalent, benefited position of *Accountant* at Clearview Long Term Care and Rehabilitation (Clearview), effective on or about January 1, 2014, the exact effective date to be determined by the Clearview Administrator in the exercise of the sole discretion of the Clearview Administrator, and hereby creates one new, benefited, full-time position of *Accountant* at Clearview, effective on or about January 1, 2014, the exact effective date to be determined by the Clearview Administrator in the exercise of the sole discretion of the Clearview Administrator.


All of which is respectfully submitted this 20th day of August, 2013.

Dodge County Health Facilities Committee:

  
Larry Bischoff

  
Jeff Duchac

  
Thomas J. Schaefer

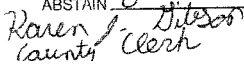
  
John Fabisch

  
Robert Ballweg

ADOPTED  
BY DODGE COUNTY BOARD

AUG 20 2013

AYES 26 NOES 6  
ABSENT 1  
ABSTAIN 0

  
Karen Caunt  
County Clerk

# AUGUST SESSION

## DODGE COUNTY JOB DESCRIPTION

2013 Hourly Wage Rate Range: \$24.36 – 33.41

<b>JOB TITLE:</b>	Accountant	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	Financial Services	<b>REPORTS TO:</b>	Director Financial Services
<b>LOCATION:</b>	Clearview	<b>DATE:</b>	November 18, 1998
<b>LABOR GRADE:</b>	Management/Non-union: Nine (9)	<b>REVISED:</b>	
<b>OVERALL PURPOSE/SUMMARY</b>			
Under general direction of Director of Financial/Employee Services, prepares financial records and maintains account records.			
<b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b>			
<ol style="list-style-type: none"> <li>1. Prepares financial reports.</li> <li>2. Prepares payment vouchers.</li> <li>3. Maintains fixed asset records.</li> <li>4. Takes trial balances.</li> <li>5. Reconciles accounts.</li> <li>6. Responsible for timely bank deposits.</li> <li>7. Assists residents in conducting financial business as needed.</li> <li>8. Regular attendance and punctuality required.</li> <li>9. Performs related duties as may be required or assigned.</li> </ol>			
<b>JOB SPECIFICATION</b>			
<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>			
Thorough knowledge of modern accounting theory and practice.			
Knowledge of modern office practices/procedures.			
Ability to prepare complete accounting reports and statements.			
Ability to operate/maintain computer terminals, printers, and other equipment.			
Ability to understand and effectively carry out instructions.			
Ability to establish and maintain effective public and working relationships.			
<b>EDUCATION AND EXPERIENCE</b>			
Bachelor's degree in Accounting, three (3) years responsible accounting experience using computer automated financial accounting methods, preferably in a governmental setting, or equivalent combination of education and experience which provides necessary knowledge, skills, and abilities.			
<b>WORKING CONDITIONS</b>			
Office environment.			
<b>PHYSICAL DEMANDS</b>			
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.			
<b>ACKNOWLEDGEMENTS</b>		<b>FOR HUMAN RESOURCE USE</b>	
<b>EMPLOYEE SIGNATURE:</b>		<b>ANALYST(S):</b>	
<b>DATE:</b>		<b>DATE:</b>	
<b>SUPERVISOR SIGNATURE:</b>			
<b>DATE:</b>			

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "A"



# PROCEEDINGS OF THE DODGE COUNTY BOARD

## DODGE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b>	Accountant	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	Financial Services	<b>REPORTS TO:</b>	Director Financial Services
<b>LOCATION:</b>	Clearview	<b>DATE:</b>	November 18, 1998
<b>LABOR GRADE:</b>	Dodge County Eight (8)	<b>REVISED:</b>	8/2/13
<b>OVERALL PURPOSE/SUMMARY</b>			
Under the general direction of the Director of Financial Services, performs various accounting functions including maintaining financial and statistical records, assists with annual budget, preparation of cost reports, audit preparation, maintain the fixed asset system, and other financial tasks.			
<b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b>			
<ol style="list-style-type: none"> <li>1. Maintains financial and general ledger system including chart of accounts, business units, and object accounts.</li> <li>2. Maintains fixed asset system, including general ledger entries for additions, disposals, transfers, and monthly depreciation.</li> <li>3. Maintains, creates, and edits financial reports in accounting system.</li> <li>4. Analyzes accounts and reports for accuracy and performs variance analysis.</li> <li>5. Prepares weekly accounts payable check run. Verifies that invoices are correct and that payments are made timely.</li> <li>6. Assist accounts receivable with monthly billing, including collections of past due accounts.</li> <li>7. Assists residents in conducting financial business as needed.</li> <li>8. Works with Director of Financial Services on annual budget, preparation of cost reports, and audit.</li> <li>9. Backs up Director of Financial Services with financial approval and contracting for new admissions when director is unavailable.</li> <li>10. Assists with the Brain Injury and nursing home admission.</li> <li>11. Regular attendance and punctuality required.</li> <li>12. Performs related duties as may be required or assigned.</li> </ol>			
<b>JOB SPECIFICATION</b>			
<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>			
Thorough knowledge of modern accounting theory and practice.			
Knowledge of healthcare or long term care finance.			
Knowledge of budget preparation and analysis.			
Knowledge of computer systems and software as pertains to healthcare finance.			
Knowledge of Medicare, Medicaid, and health insurance.			
Willingness to follow up with insurance companies and residents on past due balances.			
Ability to prepare and complete accounting reports and statements.			
Ability to make independent decisions and work under minimal supervision.			
Ability to maintain confidentiality of department information.			
Ability to complete projects from start to finish with little guidance or instructions, independent thinker.			
Ability to understand and effectively carry out instructions.			
Ability to establish and maintain effective public and working relationships.			
<b>EDUCATION AND EXPERIENCE</b>			
Bachelor's degree in Accounting or closely related field, three (3) years responsible accounting experience, preferably in a health care setting. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.			
<b>WORKING CONDITIONS</b>			
Office environment.			
<b>PHYSICAL DEMANDS</b>			
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.			
<b>ACKNOWLEDGEMENTS</b>		<b>FOR HUMAN RESOURCE USE</b>	
<b>EMPLOYEE SIGNATURE:</b>		<b>ANALYST(S):</b>	
<b>DATE:</b>		<b>DATE:</b>	
<b>SUPERVISOR SIGNATURE:</b>			
<b>DATE:</b>			

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

EXHIBIT "B"

## AUGUST SESSION

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RESOLUTION NO. 13-21

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, the Dodge County Information Technology Committee has studied and analyzed staffing needs at the Dodge County Information Technology Department; and,

**WHEREAS**, as a result of these studies and analyses, the Information Technology Committee recommends that the Dodge County Board of Supervisors abolish and create the following positions in the Information Technology Department, effective September 1, 2013:

1. Abolish one filled, funded, full-time, benefited position of *IT Manager/Project Administrator*;
2. Create one full-time, benefited position of *IT Trainer-Social Media Coordinator*;

**WHEREAS**, as a result of these studies and analyses, the Information Technology Committee recommends that the Dodge County Board of Supervisors abolish and create the following positions in the Information Technology Department, effective January 1, 2014:

1. Abolish one filled, funded, full-time, benefited position of *Technical Support Specialist*;
2. Abolish two filled, funded, full-time, benefited positions of *Network Technician*;
3. Abolish one vacant, funded, 0.5 full-time equivalent, benefited position of *Systems Analyst*;
4. Create one full-time, benefited position of *Technical Services Specialist-Lead*;
5. Create two full-time, benefited positions of *Database Administrator*; and,
6. Create one full-time, benefited position of *Network Administrator*; and,

**WHEREAS**, a job description for each of the above-listed positions and proposed positions has been marked for identification as Exhibit "A," "B," "C," "D," "E," "F," "G," and "H," respectively, and has been attached hereto; and,

**WHEREAS**, it is reasonably anticipated that monies will be appropriated in the 2014 Budget of the Information Technology Department sufficient to fund the proposed positions of *IT Trainer-Social Media Coordinator*, *Technical Services Specialist-Lead*, *Database Administrator*, and *Network Administrator*, for the period of time commencing on January 1, 2014, and ending on December 31, 2014, both inclusive;

# PROCEEDINGS OF THE DODGE COUNTY BOARD

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby abolishes and creates the following positions in the Dodge County Information Technology Department, effective September 1, 2013:


1. Abolishes one filled, funded, full-time, benefited position of *IT Manager/Project Administrator*; and,
2. Creates one full-time, benefited position of *IT Trainer-Social Media Coordinator*; and,

**BE IT FINALLY RESOLVED**, that the Dodge County Board of Supervisors hereby abolishes and creates the following positions in the Dodge County Information Technology Department, effective January 1, 2014:

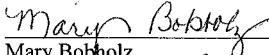
1. Abolishes one filled, funded, full-time, benefited position of *Technical Support Specialist*;
2. Abolishes two filled, funded, full-time, benefited positions of *Network Technician*;
3. Abolishes one vacant, funded, 0.5 full-time equivalent, benefited position of *Systems Analyst*;
4. Creates one full-time, benefited position of *Technical Services Specialist-Lead*;
5. Creates two full-time, benefited positions of *Database Administrator*; and,
6. Creates one full-time, benefited position of *Network Administrator*.

All of which is respectfully submitted this 20th day of August, 2013.

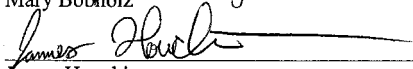
## Dodge County Information Technology Committee:

  
\_\_\_\_\_  
Jeff Duchac

\_\_\_\_\_  
Donna Maly

  
\_\_\_\_\_  
Mary Bobholz

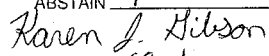
\_\_\_\_\_  
William Schwartz

  
\_\_\_\_\_  
James Houchin

ADOPTED  
BY DODGE COUNTY BOARD

AUG 20 2013

AYES 21 NOES 10  
ABSENT 1  
ABSTAIN 1

  
County Clerk

# AUGUST SESSION

## DODGE COUNTY JOB DESCRIPTION

2013 Hourly Wage Rate Range: \$32.06 - \$43.97

<b>JOB TITLE:</b>	IT Manager/ Project Administrator	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	IT Department	<b>REPORTS TO:</b>	Director, IT
<b>LOCATION:</b>	Administration Building	<b>DATE:</b>	2/4/03
<b>LABOR GRADE:</b>	Dodge County Twelve (12)	<b>REVISED:</b>	9/6/06; 8/8/11; 1/1/13

### OVERALL PURPOSE/SUMMARY

Working under the general supervision of the IT Director, this customer-focused leader will serve as an assistant to the IT Director, and will manage the IT Department's call center as well as the key administrator of all IT projects. This position works closely with the County Department Heads to define the levels of service to be provided, and to manage and monitor the department's performance within the parameters of the service level agreement (SLA). This position will assist the IT Director in establishing department priorities and strategies, provide system selection and project administration of IT projects insuring customer service is provided and expectations are met. This position manages the call center, which assures license compliance, version control, adherence to standards, and IT asset inventories. Supervising of all IT staffing personnel in relation to the Call Center and project administration within the IT Department are integral responsibilities to this position.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Manages the support functions of the Department, coordinates problem resolution, and monitors support performance, assuring that the service level agreement established for IT is met.
2. In collaboration with the IT Director manages the multiple dynamics of the IT department, including defining and insuring compliance with department policies and procedures, setting priorities and strategies related to technology platforms and enhancements within budgetary parameters for the IT Department and other County departments.
3. In collaboration with the IT Director, interviews candidates, makes staff recommendations to the Director regarding hiring, promotions, disciplines and terminations.
4. Under general direction of the IT Director, coordinates and assists the IT Director with project administration as required to meet timelines and needs of the department.
5. Assists the IT Director with reviewing and monitoring security standards and policies within the parameters of Information Technology.
6. Assists the IT Director with recommending agenda topics, meeting plans, and minutes for the IT Committee and IT Advisory Committee.
7. Manages and insures that proper tools and support infrastructure are in place, including call center functions and systems, IT asset inventories, desktop and server standards, license compliance and version control.
8. Writes and maintains Help Desk procedures and coordinates and manages Call Center for Dodge County Information Technology, including managing of outstanding support requests. Escalates issues according to policy.
9. Develops project plans including tasks to be performed, task estimates regarding timelines, budget costs, available resourcing and vendor participation and target task completion dates.
10. Assists IT Director in coordinating with departments/users in establishing future directions for utilization of existing systems and in the identification of new development projects.
11. Assist the IT Director with budget preparation and execution as needed.
12. Assists the IT Director with purchasing processes as needed.
13. Provides formal and informal call center and project status reports to IT Director as part of management team.
14. In collaboration with the IT Director, identifies skill levels needed to complete assignments and (recommends/assigns) staff accordingly, supervises staff related to Call Center duties, and monitors project performances and activities.
15. Identifies and assesses staff concerns and recommends actions to resolve problems to the IT Director.
16. Conducts system selections with departments. Consults with users to study business problems and determines additional business requirements. Studies alternatives and develops proposals recommending most viable solution(s) to meet their requirements.
17. Coordinates system and user acceptance testing to insure that the system functions efficiently and accurately as designed and meets the stated user requirements.
18. Initiates and participates in user and IT management's reviews which evaluate the effectiveness of the proposed system in meeting the user's needs within budget and time constraints.
19. Assists IT Director in the recruitment and training of new employees.
20. Adjusts schedules and/or work deadlines.
21. Contributes to staff performance appraisals.
22. Provides management status reports to IT Director.
23. In the absence of the IT Director is responsible for the primary management of IT operations.
24. Regular attendance and punctuality required.
25. Other duties as may be assigned.

Exhibit "A"

# PROCEEDINGS OF THE DODGE COUNTY BOARD

<b>JOB SPECIFICATION</b>	
<b>KNOWLEDGE, SKILLS AND ABILITIES</b> Knowledge of project management, project estimation, work plan preparation, and project change control. Knowledge of desktop productivity tools such as Microsoft Office suite. Knowledge of desktop hardware Knowledge of vendor standards and procedures Knowledge of the fundamentals of LAN's. Knowledge of Help Desk systems, procedures and processes. Knowledge of system selection and problem solving techniques. Knowledge of techniques used in establishing and maintaining effective working relationships. Ability to manage and handle multiple tasks with priority decisions being required daily, train and supervise personnel in an effective and efficient manner. Ability to answer inquiries/complaints, accurately interpret requests, diagnose problems and explain corrections over the phone with tact and courtesy. Ability to understand and effectively carry out instructions. Ability to maintain accurate and complete records, work under pressure and meet deadlines. Ability to make sound and accurate leadership decisions in a highly fast paced environment. Ability to organize and maintain scheduling requirements and appropriate documentation associated with same. Must have good oral and written communications skills and ability to provide outstanding customer service. Ability to coach and develop staff.	
<b>EDUCATION AND EXPERIENCE</b> Bachelor's degree Information Technology, Finance, Business Administration or related field and/or education/coursework in Information Technology, Finance or Business Administration and five (5) years of experience working in high pressure/high volume technology support and Microsoft platform specifically Office Suite with supporting desktop tools and applications. Prior management experiences in system support and project management and administration, with demonstrated achievement and progressive responsibilities is a requirement. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.	
<b>WORKING CONDITIONS</b>	
Normal Office environment	
<b>PHYSICAL DEMANDS</b>	
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.	
<b>ACKNOWLEDGEMENTS</b>	<b>FOR HUMAN RESOURCE USE</b>
EMPLOYEE SIGNATURE: DATE: SUPERVISOR SIGNATURE: DATE:	ANALYST(S): DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).  
 THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "A"

# AUGUST SESSION

## DODGE COUNTY JOB DESCRIPTION

2013 Wage Rates: \$22.44 - \$30.77

<b>JOB TITLE:</b>	Technical Support Specialist	<b>FLSA STATUS:</b>	Non-exempt
<b>DEPARTMENT:</b>	Information Technology Department	<b>REPORTS TO:</b>	Information Technology Director
<b>LOCATION:</b>	Sheriff's Department	<b>DATE:</b>	07/05/12
<b>LABOR GRADE:</b>	Dodge County Seven (7)	<b>REVISED:</b>	1/1/13
<b>OVERALL PURPOSE/SUMMARY</b>			
Under the general direction of the IT Director, is responsible for the daily support, installation, testing, diagnosis, repair and maintenance of database systems, workstation clients, printers, Internet client applications and video devices for Dodge County facilities. This position will have primary responsibility for job duties related to equipment, systems and processes used in the Sheriff's Department.			
<b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b>			
<ol style="list-style-type: none"> <li>1. Installs and sets parameters for client based operating systems and application software packages according to IT standards.</li> <li>2. Coordinates with vendors on troubleshooting, repairing, and connection of data communication lines as appropriate.</li> <li>3. Diagnoses equipment malfunctions and takes corrective actions.</li> <li>4. Coordinates vendor preventive maintenance and repair of software and hardware problems, and component replacement.</li> <li>5. Assists in new product research of equipment and software.</li> <li>6. Develops and maintains protocol that assures integrity and accuracy of data within the Sheriff's Department information systems.</li> <li>7. Maintains data base files stored on the dedicated server and network. This includes jail systems, computer aided dispatch 911, Sheriff's Department records management and personnel application.</li> <li>8. Performs modifications to system code as directed.</li> <li>9. Recommends strategy for electronic and hard copy archival of records.</li> <li>10. Develops operational and training manuals for system users.</li> <li>11. Provides training to all personnel on the operation of the Sheriff's Department network system.</li> <li>12. Regular attendance and punctuality required.</li> <li>13. Performs related duties as may be required or assigned.</li> </ol>			
<b>JOB SPECIFICATION</b>			
<b>KNOWLEDGE, SKILLS, AND ABILITIES</b> Knowledge of SQL and Crystal reporting. Familiarity with Public Safety software. Ability to diagnose and take corrective action concerning computer malfunctions. Ability to work independently without close supervision. Ability to work as part of a project team with other IT professionals and other County employees. Ability to establish and maintain effective working relationships with co-workers and vendors. Ability to maintain accurate and complete records. Ability to analyze facts or assess situations objectively, and determine an acceptable course of action that meets departmental standards (IT and Sheriff) and client needs/desires. Ability to understand and effectively carry out instructions. Ability to organize and maintain scheduling requirements and appropriate paperwork. Ability to work with extremely confidential data. Ability to effectively teach and train others. Ability to function effectively and prioritize functions. Above average oral and written communication skills. Must be able to work flexible work schedule. Must meet Sheriff's Department security requirements. Must meet Dodge County Driver Qualifications.			
<b>EDUCATION AND EXPERIENCE</b>			
Bachelor of Science degree in Information Systems Management, Computer Science or related field, with a minimum of three (3) years' experience installing and maintaining PC's, network servers and LAN intranets/extranets, including Internet connectivity, maintenance, and VPNs. An equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered. Knowledge of computer applications to include, but not limited to, current Windows operating systems and Microsoft Office required. Experience working with Cisco products and law enforcement information management systems desired.			
<b>WORKING CONDITIONS</b>			
Normal office environment with flexible work hour schedule.			
<b>PHYSICAL DEMANDS</b>			
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.			
<b>ACKNOWLEDGEMENTS</b>		<b>FOR HUMAN RESOURCE USE</b>	
<b>EMPLOYEE SIGNATURE:</b>		<b>ANALYST(S):</b>	
<b>DATE:</b>		<b>DATE:</b>	
<b>SUPERVISOR SIGNATURE:</b>			
<b>DATE:</b>			
<small>The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).          THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.</small>			

Exhibit "B"

# PROCEEDINGS OF THE DODGE COUNTY BOARD

## DODGE COUNTY JOB DESCRIPTION

2013 Hourly Wage Rate Range: \$24.36 - \$33.41

<b>JOB TITLE:</b>	Network Technician	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	IT Department	<b>REPORTS TO:</b>	Director
<b>LOCATION:</b>	Administration Building	<b>DATE:</b>	11/26/04
<b>LABOR GRADE:</b>	Dodge County Eight (8)	<b>REVISED:</b>	1/1/13
<b>OVERALL PURPOSE/SUMMARY</b>			
Under the general direction of the IT Director and in a collaborative role of providing primary assistance to the Network Administrator with secondary support to Network Analyst when directed. Responsibilities include the development, maintenance and support of the Dodge County network infrastructure and the resources to provide a stable environment and to support the various County departments. Is responsible for responding to all County department users inquiries in a professional and timely manner and involving other County IT resources as needed.			
<b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b>			
<ol style="list-style-type: none"> <li>1. Assists with the planning and defining network configuration and overall network architecture strategy with the IT Department and Network Administrator.</li> <li>2. Assists Network Administrator and IT Director with developing short and long term network migration plans consistent with County IT strategies and 3-year IT Roadmap.</li> <li>3. Assists Network Administrator with providing to IT Director network initiatives for inclusion in the County 3-Year IT Roadmap, including business case development and total cost of ownership.</li> <li>4. Assists the Network Administrator with all network related technical system administration and maintenance, resource capacity management and planning, security, meeting performance and support level objectives, hardware and software installation, tuning and version control, and general technical support of the County's enterprise network computer system hardware and software including the Local Area Network (LAN) and Wide Area Network (WAN).</li> <li>5. In the absence of the Network Administrator, administers network system resources such as application and network servers, various operating system and utility software, all data storage systems, backup hardware and software subsystems, data communications support hardware and software that connect the County system and external remote sites, portable computers, the state SNA and TCP/IP networks, and the Internet.</li> <li>6. Assists the Network Administrator with overall administration and maintenance of the County's information security program.</li> <li>7. Assists Network Administrator with managing the data backup system including making sure all necessary network related or based data is being backed up on a regular basis and verifying data backups are executing properly. Also responsible for managing the off-site storage and media rotation of the data backups.</li> <li>8. Assists the Network Administrator to insure that the Dodge County network infrastructure, servers and related subsystems provide stable, responsive and secure support for all County departments utilizing applications and data on the network.</li> <li>9. Assists Network Administrator and IT Director to establish desktop and server technology standards and preferred vendor pricing and contracts.</li> <li>10. Collaborates with Network Analyst's on proper workstation image storage and maintenance.</li> <li>11. Responsible for the network printer installation, configuration and maintenance.</li> <li>12. Assists with WEB based activities and support as needed.</li> <li>13. Responsible for database management software applications support including development and implementation.</li> <li>14. Keeps IT Director informed on issues relating to network infrastructure in conjunction with Network Administrator's communications.</li> <li>15. Regular attendance and punctuality required.</li> <li>16. Performs other related duties as may be required or assigned by the IT Director.</li> </ol>			
<b>JOB SPECIFICATION</b>			

Exhibit "C"

# AUGUST SESSION

## KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of various network topology implementations, installations, configuration of network protocols and server platforms, and integrations of network server operating systems and client operating systems.

Knowledge of LAN and WAN implementation, project management, capacity planning, work plan preparation and version change control.

Knowledge on Internet connectivity, network security design and implementation techniques.

Knowledge of switching and router implementation and configuration.

Knowledge of SQL, Visual Basic and Access.

Ability to design and implement various WEB topologies.

Ability to work with assignments that typically have impact on multiple groups of IT partners, involving shared use, networked and on-line processing, and complex integration requirements.

Ability to configure and implement remote access technology.

Ability to establish and maintain effective public/employee working relationships.

Ability to work independently without close supervision.

Ability to work as part of a project with other IT professionals and other County employees.

Ability to maintain accurate and complete records.

Ability to effectively answer inquiries and challenges with tact and courtesy.

Ability to accurately interpret requests and process efficiently and expedite as quickly as possible.

Ability to communicate effectively by listening and carrying out the request or problem to a positive resolution.

## KNOWLEDGE, SKILLS, AND ABILITIES (cont.)

Ability to understand and effectively carry out instructions.

Ability to work under pressure and meet deadlines.

Ability to organize and maintain scheduling requirements and appropriate paperwork.

## EDUCATION AND EXPERIENCE

Bachelor of Science degree with a minimum of three (3) years experience in administering network infrastructure including LAN, WAN Intranets/Extranets, Internet connectivity with experience in WEB server maintenance, VPN's, Raptor firewall and Cisco products. Computer operating systems and applications to include, but not limited to, Windows (95, 98, NT workstation, NT Server, 2000 Server, Outlook), Microsoft Office, Novell, Visio, HP Openview, Cisco Works and database management including SQL, Crystal Reporting and Access. Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.

## WORKING CONDITIONS

Normal office working environment.

## PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

## FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.



# PROCEEDINGS OF THE DODGE COUNTY BOARD

DODGE COUNTY JOB DESCRIPTION

2013 Hourly Wage Rate Range: \$30.14 - \$41.33

<b>JOB TITLE:</b>	Systems Analyst	<b>FLSA STATUS:</b>	Non-Exempt
<b>DEPARTMENT:</b>	IT Department	<b>REPORTS TO:</b>	Director
<b>LOCATION:</b>	Administration Building	<b>DATE:</b>	2/12/03
<b>LABOR GRADE:</b>	Dodge County (11)	<b>REVISED:</b>	12/14/04; 7/1/11; 9/14/11, 1/1/13
<b>OVERALL PURPOSE/SUMMARY</b>			
Under the general direction of the IT Director, and in coordination with the Support Manager and the network support staff, is responsible for the administration, maintenance and supervision of the daily operations of the iSeries IBM system and application systems. The position is responsible for managing large and potentially complex management information systems initiatives including maintenance, enhancement, implementation and ongoing support of all IBM iSeries applications.			
<b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b>			
<ol style="list-style-type: none"> <li>1. Provides programming assistance and support as required for legacy COBOL applications on the AS400, JDEdwards, SQL, Visual Basic based applications, Access databases, web based applications, to include database administration, technical support, and problem resolution.</li> <li>2. Provides programming support for the JD Edwards and Kronos applications and the interfaces and other programs related to them, including release management, database administration, technical support, problem resolution, and programming using RPG, JDE Worldwriter, and JDE Dreamwriter to support end user report requests.</li> <li>3. Works closely with user departments to identify appropriate platforms for each application and provides consulting and advice on integrating network and IBM applications.</li> <li>4. Installs and configures enhancement and version updates to the iSeries operating system and all applications residing on the iSeries.</li> <li>5. Responsible for iSeries system and data backups and will work with the Network Administrator to insure this information is included in the data backup procedures.</li> <li>6. Insures that the iSeries environment is up to date with the latest revisions of software and hardware firmware including all application software that resides on the iSeries.</li> <li>7. Consults with user management and staff to insure that their needs are being met and assists them in their planning efforts for future management information processing services that are required to be supported on the iSeries or its applications.</li> <li>8. Coordinates and manages all projects, evaluates and negotiates priorities for user requests for new services and enhancements, writes design proposals, prepares system specifications, develops cost estimates and work schedules, and evaluates change requests as it relates to the iSeries environment.</li> <li>9. Establishes development priorities with the assistance of the Director and the Support Manager.</li> <li>10. Assists the Director and Support Manager in developing short-term plans and proposals for the departmental strategic plan as it relates to the programming needs and management of all databases under the support of Dodge County Information Technology Department, including initiatives for inclusion in the County 3-Year IT Roadmap.</li> <li>11. Assists with evaluation of replacement systems for legacy iSeries applications, including development of comparative analysis and total cost of ownership for alternatives.</li> <li>12. Keeps the IT Director informed on issues relating to the iSeries environment.</li> <li>13. Regular attendance, professional demeanor and punctuality required.</li> <li>14. Performs other related duties as required or assigned by the IT Director.</li> </ol>			
<b>JOB SPECIFICATION</b>			
<p>Knowledge of JD Edwards/PeopleSoft "World" technical support, RPG, and JD Edwards/PeopleSoft tools.</p> <p>Knowledge of SQL and crystal reporting.</p> <p>Knowledge of Visual C++, Visual Basic, and Access programming language.</p> <p>Knowledge of data processing methodologies, analysis and design techniques, and COBOL and RPG programming techniques.</p> <p>Knowledge of iSeries COBOL and County legacy applications.</p> <p>Knowledge of techniques used in establishing and maintaining effective working relationships.</p> <p>Knowledge of project management, project estimation, work plan preparation, and project change control.</p> <p>Knowledge of iSeries system administration.</p> <p>Knowledge of Kronos Time Clock application.</p> <p>Knowledge of structured programming techniques.</p> <p>Knowledge of structured analysis and design techniques.</p> <p>Knowledge of data modeling/entity modeling.</p> <p>Knowledge of problem solving techniques.</p> <p>Knowledge of the fundamentals of LANs.</p> <p>Ability to manage projects in an effective and efficient manner.</p> <p>Ability to work independently without close supervision.</p> <p>Ability to work as part of a project team with other IT professionals and other County employees.</p> <p>Ability to understand and effectively carry out instructions.</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Ability to organize and maintain scheduling requirements and appropriate documentation associated with the same.</p> <p>Ability to maintain accurate and complete records.</p>			

Exhibit "D"

## AUGUST SESSION

### KNOWLEDGE, SKILLS, AND ABILITIES (cont.)

Ability to answer inquiries and challenges effectively with tact and courtesy.

Ability to accurately interpret requests.

Ability to communicate effectively orally and in writing.

### EDUCATION AND EXPERIENCE

Bachelor of Science degree in MIS or related field. Five (5) years experience in systems design, development, and support of iSeries environment and applications (JD Edwards/PeopleSoft, KRONOS experience a plus, other languages including C++, Visual Basic, VB.Net awareness, SQL, and Access, Html or other web experience, a plus). Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.

### WORKING CONDITIONS

Normal office working environment.

### PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

### FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS

Exhibit "D"

# PROCEEDINGS OF THE DODGE COUNTY BOARD

## DODGE COUNTY JOB DESCRIPTION

Wage Rates to be determined by the Human Resources and Labor Negotiations Committee

<b>JOB TITLE:</b>	IT Trainer /Social Media Coordinator	<b>FLSA STATUS:</b>	to be determined
<b>DEPARTMENT:</b>	IT Department	<b>REPORTS TO:</b>	IT Director
<b>LOCATION:</b>	Administration Building	<b>DATE:</b>	
<b>LABOR GRADE:</b>	to be determined	<b>REVISED:</b>	
<b>OVERALL PURPOSE/SUMMARY</b>			
Under the general direction of the IT Director, is responsible for the implementation and daily support of Dodge County's Social Media Strategy and user training for systems of the County. This position develops brand awareness, generates inbound traffic and encourages County information availability. This role coordinates departments of the county to support their respective missions, ensuring consistency in voice and cultivating a social media referral network. In addition, this position oversees the training needs and requirements for systems County wide.			
<b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b>			
<ol style="list-style-type: none"><li>1. Implements the social media strategy for the County, coordinating with the department stakeholders to ensure its effectiveness and encouraging adoption of relevant social media techniques in the County culture.</li><li>2. Manages County presence in social media sites including Facebook, Twitter, and other similar community sites, posting on relevant blogs and seeding content into social applications as needed.</li><li>3. Coordinates content across multiple departments and across multiple platforms to ensure the County has one voice. Serves as an advocate in county social media spaces, engaging in dialogues and answering questions where appropriate.</li><li>4. Provides website support on County web sites to ensure the County presence is clear and social media interfaces are working as intended.</li><li>5. Monitors effective benchmarks for measuring the impact of social media programs and analyzes, reviews, and reports on the effectiveness of campaigns in order to maximize results.</li><li>6. Provides social media education to staff, elected officials and the general public to better understand and encourage social media use.</li><li>7. Provides basic through advanced systems education to staff and elected officials in order to achieve more effective systems utilization.</li><li>8. Provides regular feedback gained from social media and website activity by monitoring the department efforts and help them to evolve their strategies in a timely fashion.</li><li>9. Monitors trends in social media and website tools, trends, and applications</li><li>10. Provides full back up to the Help desk as required</li><li>11. Develops documentation for all systems training.</li><li>12. Regular attendance and punctuality required.</li><li>13. Performs other related duties as may be required or assigned by the IT Director.</li></ol>			
<b>JOB SPECIFICATION</b>			
<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>			
Knowledge and experience in public relations, marketing, sales, or community management.			
Knowledge regarding implementation of social media strategies.			
Demonstrates skills in directing and managing marketing programs.			
Demonstrates skills in managing CRM systems for web and/or social media platforms			
Demonstrates skill in creating and deploying a social media campaign that establishes a strong community following.			
Demonstrates the ability to assess, plan, prepare, research, develop and deliver computer software training to users of many levels of expertise or knowledge.			
Possess in-depth knowledge and understanding of social media platforms and their respective participants (Facebook, Digg, YouTube, Twitter, Flickr, etc.) and how they can be deployed in different scenarios.			
Has the fundamental knowledge to effectively research, establish and maintain relationships			
Ability to contribute to departmental and interdepartmental team projects and provide direction as needed.			
Ability to diagnose a situation or problem and take corrective action.			
Ability to work independently without close supervision.			
Ability to establish and maintain effective working relationships with County employees, vendors, and the general public.			
Must have strong project management and organizational skills			
Must have strong written and verbal communication skills.			
Ability to maintain accurate and complete records.			
Ability to answer inquiries and complaints effectively with tact and courtesy.			
Ability to accurately interpret requests and process efficiently and expeditiously.			
Ability to understand and effectively carry out instructions			
Ability to organize and maintain scheduling requirements and appropriate paperwork.			
Must meet the requirements of the Dodge County Driver Qualification policy.			
<b>EDUCATION AND EXPERIENCE</b>			
Bachelor's degree in Business Communications or related area, three (3) years of experience in overseeing projects and / or programs. Knowledge of computer applications to include, but not limited to, current Windows operating systems, social media and website CRM and Microsoft Office required. Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.			
<b>WORKING CONDITIONS</b>			
This position requires individual to work in an office setting. There will be times when travel between sites may be required.			
<b>PHYSICAL DEMANDS</b>			
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. This position requires the ability to lift and/or move up to 55 pounds on an occasional basis.			
<b>ACKNOWLEDGEMENTS</b>		<b>FOR HUMAN RESOURCE USE</b>	
<b>EMPLOYEE SIGNATURE:</b>		<b>ANALYST(S):</b>	
<b>DATE:</b>		<b>DATE:</b>	
<b>SUPERVISOR SIGNATURE:</b>			
<b>DATE:</b>			

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "E"

# AUGUST SESSION

## DODGE COUNTY JOB DESCRIPTION

Wage Rates to be determined by the Human Resources and Labor Negotiations Committee

<b>JOB TITLE:</b>	Technical Services Lead	<b>FLSA STATUS:</b>	to be determined
<b>DEPARTMENT:</b>	IT Department	<b>REPORTS TO:</b>	IT Director
<b>LOCATION:</b>	Administration Building	<b>DATE:</b>	1/01/14
<b>LABOR GRADE:</b>	to be determined	<b>REVISED:</b>	
<b>OVERALL PURPOSE/SUMMARY</b>			
Under the general direction of the IT Director, is responsible for the daily support, installation, testing, diagnosis, repair and maintenance of desktops, printers, peripherals, client applications, audio video devices and telecommunication systems for Dodge County facilities. This leadership position provides direction to the Technical Services Specialists.			
<b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b>			
<ol style="list-style-type: none"><li>1. Oversees the Technical Services Specialists, supervising staff and providing direction and feedback.</li><li>2. Assists the IT Director in planning and defining desktop configuration and overall architecture strategy.</li><li>3. Assists the IT Director in developing short and long term migration plans consistent with County IT strategies and 5-Year Technology Plan.</li><li>4. Recommends desktop and printer initiatives for inclusion in the County 5-Year Technology Plan, including business case development and total cost of ownership.</li><li>5. Creates procedures for performing initial set-up of computer, video and telecommunication equipment including CPU, monitor, printer, phones and related hardware.</li><li>6. Installs and sets parameters for client based operating systems and application software packages according to IT standards.</li><li>7. Configures workstations for access to the servers, access from remote locations (including wireless devices), and accessing the Internet and Internet based applications</li><li>8. Assists the Network, Database and Systems Administration with connecting computer equipment to the network, databases and systems, and schedules IT installations with Dodge County users and third party vendors.</li><li>9. Diagnoses equipment malfunctions and takes corrective actions.</li><li>10. Performs support functions related to audio, telecommunications and video conferencing.</li><li>11. Coordinates maintenance and repair of equipment and component replacement.</li><li>12. Responsible for all Tier 2 help desk issues and provide full back up to Tier 1/Help Desk when required.</li><li>13. Assists in analyzing, designing, planning and building state of the art technologies/systems, tracking emerging technologies, researching new products and planning for future systems.</li><li>14. Develops documentation, automation, scripts, and training for OS/application rollouts and updates.</li><li>15. Regular attendance and punctuality required.</li><li>16. Performs other related duties as may be required or assigned by the IT Director.</li></ol>			
<b>JOB SPECIFICATION</b>			
<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>			
Knowledge of leading a technology team to manage large rollouts and updates, including imaging, scripts, automation tools, project plans and test scripts.			
Knowledge and experience in the installation of computer hardware and network components, a good understanding of cost of ownership and best practices.			
Knowledge on implementation of client operating systems, suites and applications.			
Knowledge on Internet connectivity, network security design and implementation techniques.			
Ability to diagnose and take corrective action concerning computer malfunctions.			
Ability to work independently without close supervision.			
Ability to work as part of a project team with other IT professionals and other County employees.			
Ability to establish and maintain effective employee working relationships.			
Must be proficient with power and hand tools including cordless drills, digital multi-meters, cable analyzers, cabling tools and others.			
Must be comfortable with heights.			
Ability to maintain accurate and complete records.			
Ability to answer inquiries and complaints effectively with tact and courtesy.			
Ability to accurately interpret requests and process efficiently and expeditiously.			
Must have strong written and verbal communication skills.			
Ability to accurately interpret requests and make sound and accurate decisions quickly.			
Ability to provide outstanding customer service.			
Ability to create user documentation, training materials and user training.			
Must meet the requirements of the Dodge County Driver Qualification policy.			
<b>EDUCATION AND EXPERIENCE</b>			
Bachelor's of Science degree with a minimum of three (3) years of experience in installing and maintaining PC's, network servers and LAN Intranets/Extranets, including Internet connectivity, maintenance and VPNs. This position requires a minimum of (1) year experience in supervising others in a technical area. Must have cabling experience (network, cable TV, LAN, coaxial, fiber). Knowledge of computer applications to include, but not limited to, current Windows operating systems and Microsoft Office required. An equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.			
<b>WORKING CONDITIONS</b>			
This position requires individual to work in areas at times where noise level can range from moderately quiet to very loud. Position can be exposed to elements at times when installing equipment including sun, heat, rain, wind and cold. Exposure to the inmate population. This position requires the ability to lift and/or move up to 50 pounds on an occasional basis. One must be able to work in confined spaces on occasion. Climbing ladders, standing on roof tops and inside office building drop ceilings in accordance with telecommunications standards and NEC requirements will be required.			
<b>PHYSICAL DEMANDS</b>			
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.			
<b>ACKNOWLEDGEMENTS</b>		<b>FOR HUMAN RESOURCE USE</b>	
<b>EMPLOYEE SIGNATURE:</b>		<b>ANALYST(S):</b>	
<b>DATE:</b>		<b>DATE:</b>	
<b>SUPERVISOR SIGNATURE:</b>			
<b>DATE:</b>			

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "F"

# PROCEEDINGS OF THE DODGE COUNTY BOARD

## DODGE COUNTY JOB DESCRIPTION

Wage Rates to be determined by the Human Resources and Labor Negotiations Committee

<b>JOB TITLE:</b>	Database Administrator	<b>FLSA STATUS:</b>	to be determined
<b>DEPARTMENT:</b>	IT Department	<b>REPORTS TO:</b>	IT Director
<b>LOCATION:</b>	Administration Building	<b>DATE:</b>	1/01/14
<b>LABOR GRADE:</b>	to be determined	<b>REVISED:</b>	
<b>OVERALL PURPOSE/SUMMARY</b>			
Under the general direction of the IT Director, responsible for developing, maintaining and supporting the Dodge County databases and network applications to provide a secure and stable environment and to support the mission of the various County departments. Is responsible for responding to all County department users inquiries in a professional and timely manner and involving other County IT resources as needed.			
<b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b>			
<ol style="list-style-type: none"> <li>1. Provides assistance and support as required for SQL databases, Visual Basic based applications, Access databases, web based applications; to include database administration, technical support, and problem resolution</li> <li>2. Assists the IT Director in planning and defining object oriented database configuration and overall database architecture strategy.</li> <li>3. Assists the IT Director in development of short and long term database migration plans consistent with County IT strategies and 5-Year Technology Plan.</li> <li>4. Recommends database and application initiatives and their impact on the existing infrastructure for inclusion in the County 5-Year Technology Plan, including business case development and total cost of ownership.</li> <li>5. Responsible for Tier 3 database/application Help Desk issues, on-call concerns and provide backup to Tier 3 systems Help Desk issues when required.</li> <li>6. Responsible for database administration and maintenance, including resource capacity management and planning, security, meeting performance and support level objectives, joint hardware and software installation with the Network Administration, tuning and version control, and general technical support of the County's enterprise systems.</li> <li>7. Administers database resources such as SQL, Exchange and Oracle servers, various operating systems and utility software, data storage systems, and backup/recovery operations, including disaster recovery steps to ensure full operability in the event of a disaster.</li> <li>8. Responsible for overall database administration and maintenance of application security.</li> <li>9. Insures that the Dodge County databases and applications, their servers and related subsystems provide stable, responsive and secure support for all County departments utilizing applications and data on the network.</li> <li>10. Responsible for working with vendors, 3<sup>rd</sup> parties, and other agencies to ensure application and database updates, upgrades and maintenance are managed and do not cause outages or issues.</li> <li>11. Responsible for providing a proper testing environment to ensure updates, upgrades or patches do not adversely affect the production of the County.</li> <li>12. Assists the IT Director in establishing database standards.</li> <li>13. Keeps the IT Director informed on issues relating to the applications and databases of the County or external agencies that directly affect the County.</li> <li>14. Regular attendance, professional demeanor and punctuality required.</li> <li>15. Performs related duties as required or assigned by the IT Director.</li> </ol>			
<b>JOB SPECIFICATION</b>			
<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>			
Knowledge overall of database platforms, implementations, installation, configuration and integration with adjoining platforms.			
Knowledge of SQL, Access, Oracle, Exchange, Citrix, File Director and Crystal Reports.			
Knowledge of various network topology implementations, installation, configuration and integration of network protocols and server platforms, and integration of network server operating systems and client operating systems.			
Knowledge of LAN and WAN, project management, capacity planning, work plan preparation and version change control.			
Knowledge of Internet connectivity, network security design and implementation techniques.			
Must fully understand how to manage Active Directory, domains and policies. Must have a clear understanding of policy management.			
Ability to work on assignments that typically have impact on multiple groups of IT partners, involving shared use, networked and on-line processing, and complex integration requirements.			
Ability to establish and maintain effective public/employee working relationships.			
Ability to work independently without close supervision.			
Ability to work as part of a project team with other IT professionals and other County employees.			
Ability to maintain accurate and complete records.			
Ability to answer inquiries and complaints effectively with tact and courtesy.			
Ability to accurately interpret requests and process efficiently and expeditiously.			
Must have strong written and verbal communication skills.			
Ability to understand and effectively carry out instructions.			
Ability to work under pressure and meet deadlines.			
Ability to maintain accurate and complete records.			
Ability to provide outstanding customer service			
Ability to create user documentation, training materials and user training			
Must comply with all safety rules and regulations.			
Must meet requirements of the Dodge County Driver Qualification Policy.			
<b>EDUCATION AND EXPERIENCE</b>			
Bachelor's of Science degree with a minimum of five (5) years of experience in administering Microsoft SQL databases, Exchange and network applications. MCSO certification required. Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.			
<b>WORKING CONDITIONS</b>			
This position requires individual to work in areas at times where noise level can range from moderately quiet to very loud. Position can be exposed to elements at times when installing equipment including sun, heat, rain, wind and cold. Exposure to the inmate population. This position requires the ability to lift and/or move up to 50 pounds on an occasional basis. One must be able to work in confined spaces on occasion.			
<b>PHYSICAL DEMANDS</b>			
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.			
<b>ACKNOWLEDGEMENTS</b>		<b>FOR HUMAN RESOURCE USE</b>	
<b>EMPLOYEE SIGNATURE:</b>		<b>ANALYST(S):</b>	
<b>DATE:</b>		<b>DATE:</b>	
<b>SUPERVISOR SIGNATURE:</b>			
<b>DATE:</b>			

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).  
THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "G"

# AUGUST SESSION

## DODGE COUNTY JOB DESCRIPTION

Wage Rates to be determined by the Human Resources and Labor Negotiations Committee

<b>JOB TITLE:</b>	Network Administrator	<b>FLSA STATUS:</b>	to be determined
<b>DEPARTMENT:</b>	IT Department	<b>REPORTS TO:</b>	IT Director
<b>LOCATION:</b>	Administration Building	<b>DATE:</b>	2/12/03
<b>LABOR GRADE:</b>	to be determined	<b>REVISED:</b>	1/01/14
<b>OVERALL PURPOSE/SUMMARY</b>			
Under the general direction of the IT Director, responsible for developing, maintaining and supporting the Dodge County network infrastructure and the resources to provide a stable network environment and to support the mission of the various County departments. Is responsible for responding to all County department users inquiries in a professional and timely manner and involving other County IT resources as needed.			
<b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b>			
<ol style="list-style-type: none"> <li>1. Assists the IT Director in planning and defining network configuration and overall network architecture strategy.</li> <li>2. Assists the IT Director in developing short and long term network migration plans consistent with County IT strategies and 5-Year Technology Plan.</li> <li>3. Recommends network initiatives for inclusion in the County 5-Year Technology Plan, including business case development and total cost of ownership.</li> <li>4. Responsible for Tier 3 Help Desk issues, on-call concerns and provide backup to Tier 2 Help Desk issues when required.</li> <li>5. Responsible for network related technical system administration and maintenance, resource capacity management and planning, security, meeting performance and support level objectives, hardware and software installation, tuning and version control, and general technical support of the County's enterprise network computer system hardware and software including the Local Area Network (LAN) and Wide Area Network (WAN).</li> <li>6. Administers network system resources such as application and network servers, various operating system and utility software, all data storage systems, backup hardware and software subsystems, backbone and infrastructure, Wi-Fi, data communications support hardware and software that connect the County system and external remote sites, portable computers, TCP/IP networks, and the Internet.</li> <li>7. Responsible for overall network administration and maintenance of the County's information security program.</li> <li>8. Responsible for managing the data backup system including making sure all necessary network related or based data is being backed up on a regular basis and verifying data backups are executing properly. Also responsible for ensuring steps are in place to ensure full disaster recovery.</li> <li>9. Insures that the Dodge County network infrastructure, servers and related subsystems provide stable, responsive and secure support for all County departments utilizing applications and data on the network.</li> <li>10. Assists the IT Director in establishing server technology standards.</li> <li>11. Keeps the IT Director informed on issues relating to the network infrastructure.</li> <li>12. Regular attendance, professional demeanor and punctuality required.</li> <li>13. Performs related duties as required or assigned by the IT Director.</li> </ol>			
<b>JOB SPECIFICATION</b>			
<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>			
Knowledge of various network topology implementations, installation, configuration and integration of network protocols and server platforms, and integration of network server operating systems and client operating systems.			
Knowledge of LAN and WAN implementation, project management, capacity planning, work plan preparation and version change control.			
Knowledge of Internet connectivity, network security design and implementation techniques.			
Must fully understand how to manage Active Directory, domains and policies. Must have a clear understanding of policy management.			
Knowledge of switching and router implementation and configuration.			
Ability to work on assignments that typically have impact on multiple groups of IT partners, involving shared use, networked and on-line processing, and complex integration requirements.			
Ability to configure and implement remote access technology.			
Ability to perform advanced programming / troubleshooting for various wireless point-to-point and point-to-multipoint equipment both locally and remotely.			
Must be proficient with power and hand tools including cordless drills, digital multi-meters, cable analyzers, cabling tools and others.			
Must be comfortable with heights.			
Ability to establish and maintain effective public/employee working relationships.			
Ability to work independently without close supervision.			
Ability to work as part of a project team with other IT professionals and other County employees.			
Ability to maintain accurate and complete records.			
Ability to effectively answer inquiries and complaints with tact and courtesy.			
Ability to accurately interpret requests and process efficiently and expeditiously.			
Must have strong written and verbal communication skills.			
Ability to understand and effectively carry out instructions.			
Ability to work under pressure and meet deadlines.			
Ability to organize and maintain scheduling requirements and appropriate paperwork.			
Must comply with all safety rules and regulations.			
Must meet requirements of the Dodge County Driver Qualification Policy.			
<b>EDUCATION AND EXPERIENCE</b>			
Bachelor of Science degree with a minimum of five (5) years of experience in administering network infrastructure including LAN, WAN, Intranets/Extranets, Internet connectivity with experience in physical and virtual server maintenance, VPN's, firewalls and layer 2 and 3 switching. CCNA and/or MCSE certification required. Must have cabling experience (network, cable TV, LAN, coaxial, fiber). Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.			
<b>WORKING CONDITIONS</b>			
This position requires individual to work in areas at times where noise level can range from moderately quiet to very loud. Position can be exposed to elements at times when installing equipment including sun, heat, rain, wind and cold. Exposure to the inmate population. This position requires the ability to lift and/or move up to 50 pounds on an occasional basis. One must be able to work in confined spaces on occasion. Climbing ladders, standing on roof tops and inside office building drop ceilings in accordance with telecommunications standards and NEC requirements will be required.			
<b>PHYSICAL DEMANDS</b>			
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.			
<b>ACKNOWLEDGEMENTS</b>		<b>FOR HUMAN RESOURCE USE</b>	
<b>EMPLOYEE SIGNATURE:</b>		<b>ANALYST(S):</b>	
<b>DATE:</b>		<b>DATE:</b>	
<b>SUPERVISOR SIGNATURE:</b>			
<b>DATE:</b>			

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).  
THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "H"